

## Town of Ellington Position Description

TITLE:	Emergency Management Director	STATUS:	N/A
DEPARTMENT:	First Selectman's Office	CLASSIFICATION:	
SUPERVISED BY:	General Direction from First Selectman	BARGAINING UNIT:	N/A

### OBJECTIVES

Under the general direction of the First Selectman, develops/updates, organizes, directs and coordinates the Town's Emergency Operations Plan. Primary advisor to the First Selectman during a consequence management response. Authority for the Emergency Operations Plan is contained in Title 28, Chapter 517 of the General Statutes of Connecticut as amended, State of Connecticut Emergency Operations Plan and such Executive Orders, Town Ordinances, Charter Provisions or Special Acts as may be applicable.

### ESSENTIAL FUNCTIONS

Duties include responsibility for the Emergency Operations Plan, including formulating emergency management policies and procedures and insuring that the Town follows state and federal mandates. Emergency responsibilities assigned to Heads of Emergency Management Agencies and other Departments, by Charter or standard procedures, remain the responsibilities of these agencies and departments.

Serves as the communications planning coordinator for the Town's Emergency Operations Center (EOC).

Serves as chairman of the SARA Local Emergency Planning Committee (LEPC).

Administers emergency and related grant programs, including the preparation of applications and submissions of periodic reports to inter-governmental agencies.

Responsible for developing town response plans.

Responsible for exercising town response plans no less than biennially.

Participates in professional development activities.

Serves as primary advisor to the First Selectman during a consequence management response, providing timely input to request state and federal aid per the Stafford Act.

Other tasks may be assigned as appropriate.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of local, state and federal mandates for emergency management operations.

Considerable knowledge of emergency services, including police and fire services as well as communications, transportation and emergency medical services.

Good knowledge of public administration principles and practices as applied to the operation of an emergency management system, including federal and state reporting requirements.

Considerable ability to formulate plans, standard operating procedures, training and reports in support of a Town-wide Emergency Management System.

Considerable ability to communicate orally with groups, as well as individuals, and to write complex reports and planning documents.

Considerable ability to establish and maintain effective working relationships with local municipal officials, officials of other towns in the region, emergency services, coworkers and the general public.

### REQUIRED EQUIPMENT OPERATION

Operates a personal computer, camera, monitoring equipment, radios, protective clothing, various Haz-mat and bio-terrorism meters, and standard office equipment; drives a motor vehicle.

### REQUIRED PHYSICAL EFFORT

Required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear and smell. Occasionally lift and/or move up to 25 pounds. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

### WORK ENVIRONMENT

Occasionally works in outside weather conditions. Occasionally works near moving mechanical parts and in precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

**REQUIRED QUALIFICATIONS (Minimum)**

Graduate from accredited college and Federal Emergency Management Agency (FEMA) Emergency Management Training and National Incident Management System Training (NIMS). Five (5) years of experience in an emergency services agency, including one (1) year in a supervisory or managerial position or equivalent combination of experience and training. Ten (10) years of experience in an emergency services agency as First Responder (First Responder: active member of any police, fire or EMS organization) may be substituted for the college requirement.

Must possess a valid motor vehicle driver's license.

**BOS APPROVED: 03/12/07**